



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

14 JUN 12 P1:35

ADMINISTRATION
 STATE PROCUREMENT OFFICE
 STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Lisa J Hadway, DLNR-Division of Forestry and Wildlife Administrator
Name of Requesting Department

for Sarah Kaula

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

Food provisions for Kure Atoll remote field camp

2. Vendor/Contractor/Service Provider:

Various. See attached list

3. Amount of Request:

\$ 35,000

4. Term of Contract From: 8/2/2014

To: 8/2/2015

5. Prior SPO-007, Procurement Exemption (PE): 14-010D

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

See attached justification

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Vendors are selected first by availability of desired products and cost competitiveness. Items that can be purchased in bulk are prioritized in order to reduce costs and additional packaging/processing. Purchasing occurs at many different vendors located on Oahu.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Jason Misaki	DLNR/DOFAW	808-295-5896	Jason.C.Misaki@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.*


Department Head Signature

6/16/14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/19/14

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This approval is granted based on the understanding that the department cannot determine the various needs for its year round field camp to Kure Atoll Wildlife Sanctuary and conduct a competitive procurement in the timeframe of when personnel are selected to determine what needs to be purchased and when the items need to be shipped out. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required


Chief Procurement Officer Signature

6/24/14
Date

Attachement 1. SPO-Form 007. Vendor List and Justification

2. Vendor/Contractor/Service Provider:

Times, Foodland, Safeway, Costco, Sam's Club, Kokua Country Market, Down to Earth, Whole Foods, Don Quijote, Target, Kmart, Walmart, Y. Hata & Company, Marukai Wholesale Mart.

6. Explain in detail, why it is not practical or advantageous for the department to procure by competitive means:

Kure Atoll is located 1,160 miles from Honolulu at the end of the Northwest Hawaiian Island chain. The Department of Land and Natural Resources (DLNR), Division of Forestry and Wildlife (DOFAW), maintains a year-round field camp consisting of staff, interns, and volunteers who perform biological research, habitat restoration and management activities on the atoll and its surrounding waters.

Field camps are deployed for 4-6 months at a time, throughout the year. Food items must be purchased in large quantities to ensure the field camp is properly supplied for the duration of camp deployments. Typical camp sizes range from 4-6 persons. Due to extreme remoteness of the camp locations, re-supply opportunities are limited. Food purchasing, packaging and storage must be done in bulk and sometimes with limited notice. All food must also be packaged, sorted and packed, which caused additional logistical obstacles.

The wide variety of food items needed is not available from a single vendor. Creating a bid list or request for quote is not practical. The retail market is fairly competitive, with very little overall variance in prices. The Kure program works with limited budget, so cost/benefit ratio is always analyzed by staff to ensure efficiency. Creating an itemized list, getting three prices, sorting through the price variability and item availability would not be an efficient means of staff time and cost savings. Food purchasing is planned to ensure needs are filled in a cost effective manner. However, at times, in store determinations must be made to select the healthiest alternative in the various product categories. Diversity of the shopping list, which varies per field camp, necessitates a wide variety of vendors.

Purchasing of supplies occurs approximately a month before deployment of re-supply ships. Space on these ships is limited; timeliness is crucial to ensure critical food needs are met and prioritized. Ship departure is not flexible, so shopping and acquiring of food items must be done in accordance with rigid ship schedules. Ability to purchase from multiple vendors allow for cost effective and flexible options.

PE14-088B